

Instructor's Guide to Apprenticeship Technical Training

Acknowledgements

Apprenticeship Manitoba wishes to thank all educational and industry stakeholders who contributed information and shared their expertise in the development of the revised Instructor's Guide.

In particular, Apprenticeship Manitoba established a Working Group with one instructor and one management representative from each of the Colleges (Red River College (RRC), Assiniboine Community College (ACC) and the University College of the North (UCN)).

Their insight, pride in their work and genuine desire to provide the best technical training for apprentices guided the development of this document.

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Introduction

Apprenticeship Manitoba is the regulatory body that oversees, develops, monitors and coordinates with industry, the training and certification standards for apprenticeship training programs in over 50 designated trades and occupations. Apprenticeship Manitoba operates under the Department of Economic Development and Jobs with authority delegated by provincial legislation. Apprenticeship Manitoba is responsible for the administration of the 2010 Apprenticeship and Certification Act ('the Act'). The Apprenticeship and Certification Board ('the Board') is responsible for guiding and coordinating a responsive apprenticeship and training certification system.

The Board is the major advisory body for apprenticeship training related to trade designation, curriculum requirements and all regulatory aspects of trades and occupations. Apprenticeship Manitoba develops, revises and secures industry approval for apprenticeship training standards, level placement tests, exams and Provincial Occupational Standards (POSs) for designated trades and occupations, as well Red Seal Inter-Provincial Exams and Red Seal Occupational Standards (RSOSs).

Through a Memorandum of Understanding (MOU), Apprenticeship Manitoba arranges technical and related training with training providers at the Colleges, including Red River College (RRC), Assiniboine Community College (ACC) and the University College of the North (UCN). Apprenticeship Manitoba, Industry Working Groups (IWGs) and the Colleges work jointly to plan and deliver high quality apprenticeship technical training as a means to meet the skill requirements of the labour market, the needs of apprentices and industry.

The Instructor's Guide to Apprenticeship Technical Training (Instructor's Guide) is designed to assist instructors who deliver apprenticeship training. It provides an overview of how to use and interpret key technical training documents and processes, including the RSOS and POS, the Level Chart, Instructional Unit Outlines and the DACUM (curriculum design) process. These documents can assist the training provider in understanding key objectives set out in technical training for the trade or occupation and provide the overarching framework for Exam development.

Apprenticeship Manitoba provides all training providers with unit outlines, time frames, objectives and general evaluation criteria. The training provider develops and delivers curriculum based on standards established by Apprenticeship Manitoba. The Instructor's Guide is intended to complement rather than replace the established policies and procedures in place at the College level for grading, assessment and evaluation criteria.

Technical Training Program Activities

Red Seal Occupational Standard

For Interprovincial Red Seal trades, industry tradespersons from each jurisdiction develop the analyses with a facilitator. The current Red Seal Occupational Standard (RSOS) is the base document for the development of the interprovincial Red Seal Exam, practical and technical training in Manitoba. See **Figure 1** for a sample illustration of an RSOS.



Fig. 1: Automotive Service Technician RSOS

RSOSs are organized by **Major Work Activities (MWAs)**, **Tasks**, and **Sub-tasks**:

- **MWAs** are the largest division within the analysis that is comprised of a distinct set of trade activities
- **Tasks** are distinct actions that describe the activities within a block
- **Sub-Tasks** are distinct actions that describe the activities within a task

It is important to note that Interprovincial (IP) Red Seal Exam questions are written at the Sub-task level.

→ RSOSs are downloadable at the www.red-seal.ca website.

RSOS Pie Chart

The Pie Chart is a graph that illustrates the percentage weight or breakdown of the trade by MWA (or duty area). By consulting this chart, instructors will know the percentage of questions assigned to each MWA (or duty area). See **Figure 2** for a sample illustration of an RSOS Pie Chart.

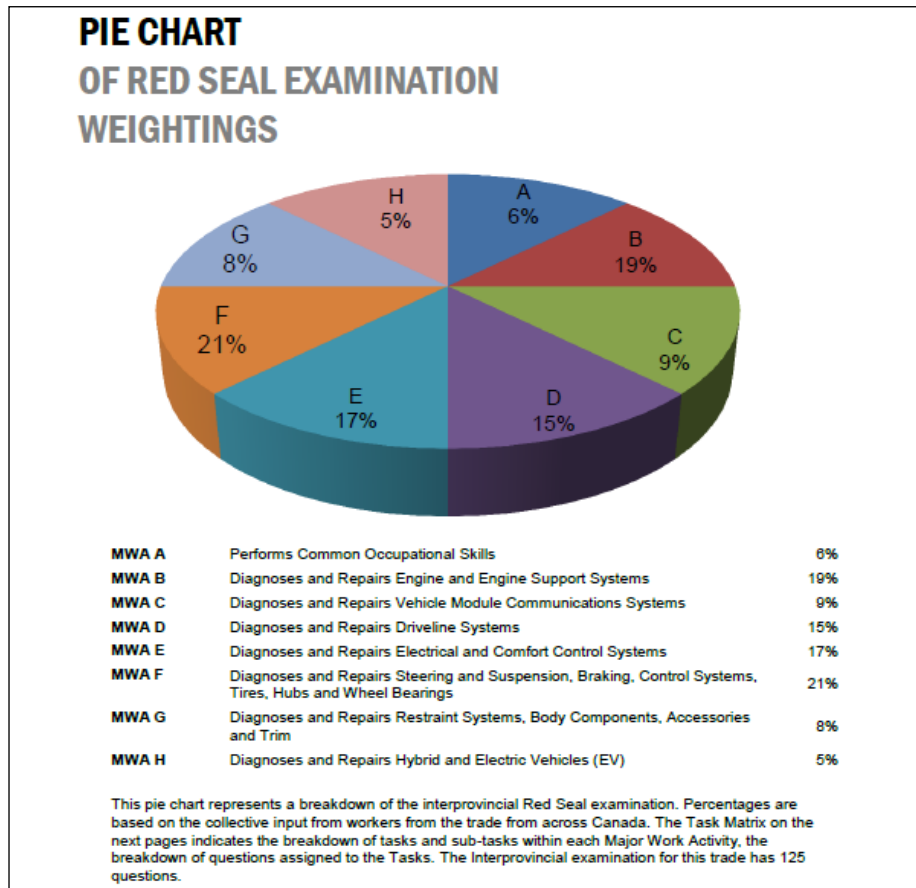


Fig. 2: Automotive Service Technician RSOS Pie Chart

Interprovincial (Red Seal) Exams

Interprovincial exams are developed from a Table of Specifications (TOS), which is derived from the RSOS. These exams are developed and validated by tradespersons from across Canada.

For exam preparation purposes, instructors and apprentices preparing for the exam should access the RSOS document as well as the Red Seal Exam Breakdown (or Exam Counseling Sheet) webpage for a specific trade from the Red Seal website.

Provincial Occupational Standard (POS)

For provincially-designated trades, a similar process is carried out at the provincial level. Provincial industry tradespersons develop the analyses with a facilitator. The current provincial occupational standard (POS) is the base document for the development of the Provincial Certification exam, practical and technical training in Manitoba. See **Figure 3** for a sample illustration of a POS.

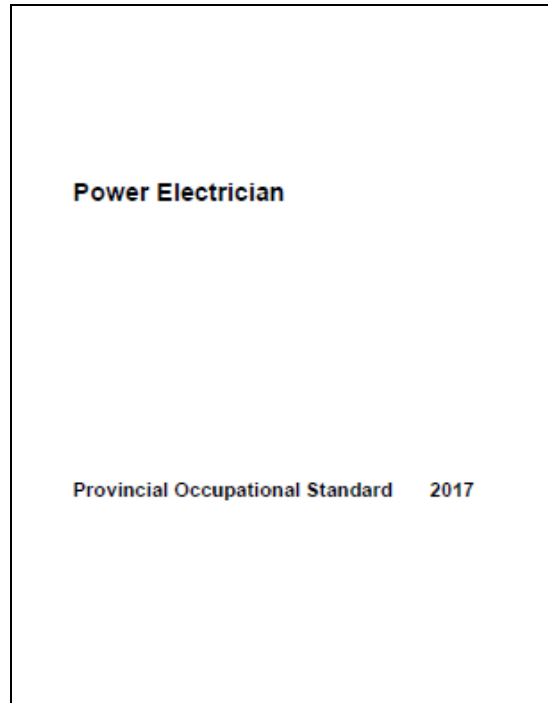


Fig. 3: Power Electrician POS

→ POSs are located under each trade area on the Apprenticeship Manitoba website.

POS Pie Chart

The Pie Chart is a graph that illustrates the percentage weight or breakdown of the trade by MWA (or duty area). By consulting this chart, instructors will know the percentage of questions assigned to each MWA (or duty area). See **Figure 4** for a sample illustration of a POS Pie Chart.

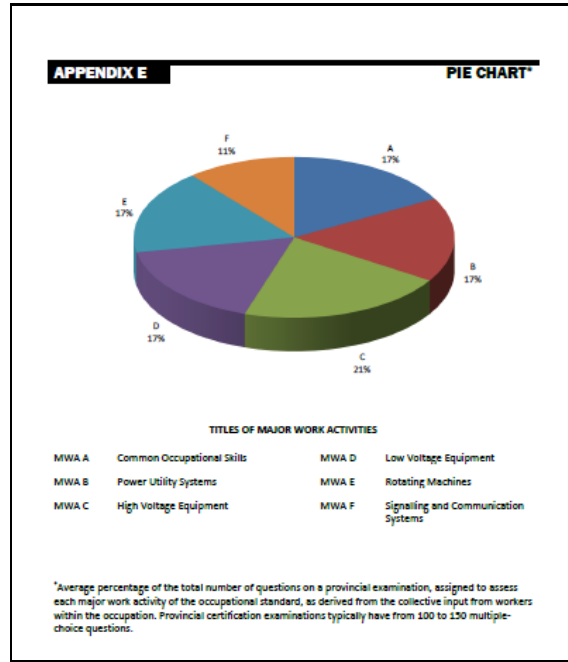


Fig. 4: Power Electrician POS Pie Chart

Provincial Certification Exams

Provincial certification exams are developed from a Table of Specifications (TOS), which is derived from the POS. These exams are developed and validated by tradespersons within Manitoba.

Technical Training Development

Apprenticeship Manitoba's goals are to ensure rigorous and industry-relevant technical standards in all trades and to incorporate the broad general outcomes detailed in the previous section.

Apprenticeship Manitoba's technical training documents identify the level and duration of instructional units. The technical training unit outlines are established by industry and provide technical training to apprentices. Instructors are then responsible for developing lesson plans from these outlines. Finally, the Percent of Unit Mark provides instructors with the percentage breakdown of objectives within a unit for evaluation purposes.

Types of Technical Training Documents

Three (3) main documents are developed to assist with implementation of current technical training standards.

- Level Chart
- Technical Training Instructional Unit Outlines
- RSOS Subtask to Unit Comparison (or POS Subtask to Unit Comparison)

1) Level Chart

Outlines the units to be delivered and the time prescribed (theory and practical hours) in each level of technical training. See **Figure 5** for a sample illustration of a typical Apprenticeship Manitoba Level Chart.

Level One (10 Weeks) *				Level Two (10 Weeks) *			
Code	Unit Title	T	P	Code	Unit Title	T	P
A1	Learning About Work	10	0	B1	Commercial Electrical		
A2	Trade Safety Awareness	10	0	B2	Commercial Code App		
A3	Computer and Communication Skills	20	10	B3	AC Fundamentals		
A4	Trade Related Math and Science	50	0	B4	Motor Controls		
A5	Residential Electrical Code	90	0	B5	Electronic Concepts I		
A6	Residential Wiring Practices	10	30	B6	DC Supplies and DC		
A7	DC Fundamentals	60	0				
A8	DC Circuit Analysis	50	10				
Subtotals		300	50				
Total		350 hours					

Level One (10 Weeks) *			
Code	Unit Title	T	P
A1	Learning About Work	10	0
A2	Trade Safety Awareness	10	0
A3	Computer and Communication Skills	20	10
A4	Trade Related Math and Science	50	0
A5	Residential Electrical Code	90	0
A6	Residential Wiring Practices	10	30
A7	DC Fundamentals	60	0
A8	DC Circuit Analysis	50	10
Subtotals		300	50
Total		350 Hours	

T - Theory hours
P - Practical hours

Manitoba
Rev. 05/17

Fig. 5: Level Chart – Construction Electrician (Level One magnified)

2) Technical Training Unit Outline

These units represent the technical training content and standards broken down into learning objectives. See **Figure 6** for a sample illustration of a typical Apprenticeship Manitoba Technical Training Unit Outline. A Technical Training Unit Outline includes the following sections:

- Unit Title
- Level
- Duration (unit total, plus theory/practical breakdown)
- Overview
- Objectives and Content
- Percent of Unit Mark (to assist in calculating final unit marks)

Apprenticeship Manitoba	
Construction Electrician/Industrial Electrician/Power Electrician	
Unit: A5 Residential Electrical Code	
Level: One	
Duration: 90 hours	
Theory: 90 hours	
Practical: 0 hours	
Overview:	
<small>This unit is designed to provide the apprentice with the knowledge about residential electrical code. The unit begins with coverage of residential system voltages and circuitry, wiring methods and practices, wiring devices and applications. Part of the unit covers residential device layout and placement, overcurrent protection, and loads and branch circuit calculations. Finally, the unit covers power distribution and related calculations.</small>	
Objectives and Content:	Percent of Unit Mark (%)
1. Describe the objectives and scope of the Canadian Electrical Code (CEC).	10%
a. Orientation to CEC	
• Sections, sub-sections, conventions	
2. Describe residential system voltages and circuitry.	10%
a. advantages of 3 wire over 2-2 wire circuits,	
b. potential circuit problems,	
c. temporary wiring requirements	
d. Extra low voltage and low voltage systems	
3. Describe residential wiring methods and practices.	20%
a. CEC requirements	
b. Conductors, cables and raceways	
• Ampacities	
• Derations	
• Conditions of use	
• Metallurgy (compatibility of materials)	
c. Bonding and grounding	
• Perform related calculations.	
• Voltage drop calculations.	
• Raceway fill calculations	
4. Describe residential wiring devices and applications.	15%
a. CEC requirements	
b. Outlet boxes	
• Sizes	
• Types	

Fig. 6: Technical Training Unit Outline – Construction Electrician Unit A5 (Overview and Objectives #1-4 magnified)

3) RSOS (or POS) Subtask to Unit Comparison Chart

As indicated earlier, the RSOS (or POS) is the base document for the development of exams and technical training in Manitoba. This comparison chart shows where the subtasks are taught in the units. See **Figure 7** for a sample illustration of a typical Apprenticeship Manitoba Subtask to Unit Comparison Chart.

RSOS Subtask		Manitoba Unit(s)
Task A-1 – Performs safety-related functions.		
A-1.01	Uses personal protective equipment (PPE) and safety equipment.	A2 Trade Safety Awareness D5 Blueprints and Project Planning
A-1.02	Maintains safe work environment.	A2 Trade Safety Awareness D5 Blueprints and Project Planning
A-1.03	Performs lock-out and tag-out procedures.	A2 Trade Safety Awareness B4 Motor Controls C4 Industrial Control Systems C5 AC Machines and Maintenance D3 Automation
Task A-2 – Uses tools and equipment.		
A-2.01	Uses common and specialty tools and equipment.	A6 Residential Wiring Practices B2 Commercial Code Applications B4 Motor Controls C4 Industrial Control Systems D4 Fire Alarms
A-2.02	Uses access equipment.	A2 Trade Safety Awareness
A-2.03	Uses rigging, hoisting and lifting equipment.	A2 Trade Safety Awareness (awareness only)
Task A-3 – Organize work.		
A-3.01	Interprets plans, drawings and specifications.	A5 Residential Electrical Code A6 Residential Wiring Practices B2 Commercial Code Applications C1 Industrial Electrical Code D5 Blueprints and Project Planning
A-3.02	Organizes materials and supplies.	C1 Industrial Electrical Code D5 Blueprints and Project Planning
A-3.03	Plans project tasks and procedures.	D5 Blueprints and Project Planning
A-3.04	Prepares worksite.	A2 Trade Safety Awareness D5 Blueprints and Project Planning
A-3.05	Finalizes required documentation.	A3 Computer and Communication Skills C5 AC Machines and Maintenance D5 Blueprints and Project Planning
Task A-4 – Fabricates and installs support components.		
A-4.01	Fabricates support structures.	A5 Residential Electrical Code A6 Residential Wiring Practices B1 Commercial Electrical Code C1 Industrial Electrical Code
A-4.02	Installs brackets, hangers and fasteners.	A5 Residential Electrical Code A6 Residential Wiring Practices B1 Commercial Electrical Code C1 Industrial Electrical Code
A-4.03	Installs seismic restraint systems.	A5 Residential Electrical Code A6 Residential Wiring Practices B1 Commercial Electrical Code C1 Industrial Electrical Code D5 Blueprints and Project Planning

Fig. 7: Construction Electrician RSOS (2015) Subtask to Unit Comparison Chart

Technical Training Framework

Apprenticeship Manitoba has adopted the framework for curriculum development based on the Developing a Curriculum (DACUM) method for analyzing an occupation. The resulting courses and units reflect the RSOS (or POS) for the trade and provincial input from industry representatives and college instructors. A technical training program is composed of a certain number of courses and a certain number of units. Each technical training unit has an outline as defined in the previous section.

Quality Assurance

Quality assurance is a component of the Memorandum of Understanding. Apprenticeship Manitoba retains the right to implement quality assurance policy and procedures throughout the period of the agreement, subject to discussions with the training providers.

Review/Changes

During the development of the revitalized curriculum structure, Apprenticeship Manitoba encourages constructive suggestions for the improvement of the program. Once the curriculum is approved and implemented, suggestions for improvement will be tracked in preparation for the next program review.

Suggestions for improvement or changes may be made through the Training Standards Coordinator (TSC). If, however, you are recommending significant change, please make a formal request in writing to the Industry Working Group for the trade, with a copy to the appropriate TSC. Outline your concerns, identify what change is necessary, include a rationale for the change and any impacts the change may have on facilities, learning, etc. Proposed changes should be supported by your respective Coordinator, Chair and/or Dean and be sent as an official request from the training provider.

Percent of Unit Mark

A Percent of Unit Mark is developed with input from IWG members and instructors. This group guides the development of test items and weights the importance of each of the units and/or unit objectives.

Unit Tests

Unit tests are developed by instructors based on the Percent of Unit Mark provided in the unit. Instructors are encouraged to use multiple assessment formats (e.g., multiple-choice questions, short answer questions, true/false questions). It is important to note that the IP exam features only multiple-choice questions. Both instructors and apprentices are encouraged to visit the Red Seal website (www.red-seal.ca) for sample items, complete with answer key). If the unit has a practical component, instructors should develop a task checklist that lists the criteria to be evaluated. A percentage grade is required based on the Percent of Unit Mark for that unit. For Pass/Fail units, a final result of "P" or "F" is required.

Training Provider Responsibilities

Training institutions are responsible for the development of unit tests for Apprenticeship Technical Training in accordance with the MOU following the Percent of Unit Mark presented in each unit.

Apprenticeship Manitoba Policies and Procedures

Apprenticeship Manitoba is committed to working cooperatively with College representatives from Red River College (RRC), Assiniboine Community College (ACC) and University College of the North (UCN) to ensure that consistent standards are applied for the grading, calculation and reporting of marks and options for apprentices to acquire failed units (below 70%).

Instructors are the backbone of the apprenticeship technical training system, and for quality assurance purposes are expected to know and understand all applicable Apprenticeship Manitoba policies and procedures. This section will outline important Apprenticeship Manitoba policies and procedures where the role of the Colleges and the instructor are critical for effective implementation.

Reporting of Marks

According to the Memorandum of Understanding, each training provider will submit percentage grades within five (5) working days of completion of each class. These marks are to be submitted directly to Apprenticeship Manitoba at AMPSC@gov.mb.ca

Calculation and Reporting of Final Mark

A pass mark for a unit of instruction is 70%. If an apprentice receives a grade below 70% on a unit or does not complete the unit, an instructor will indicate the name of the unit and the percentage mark, indicating a "Fail". For "Pass/Fail" units, instructors do not submit actual percentage grades. Instead, a "P" is reported for pass (a pass mark is 70% or higher) and an "F" is reported for fail (a mark of 69% or lower).

The instructor should provide a copy of the apprentices' transcripts with all final marks to AMPSC@gov.mb.ca of Apprenticeship Manitoba.

Technical Training Attendance Policy

The Technical Training Attendance Policy indicates that the Instructor must notify the Apprenticeship Training Coordinator for Apprenticeship Manitoba if an apprentice has missed two (2) or more accumulated days of absence including classes in related subjects and non-excusable late arrivals. For further information, please refer to the "Apprenticeship Technical Training Registration Calendar" available on the Apprenticeship Manitoba website.

If possible, the instructor should provide this notification on the day of the absence from class. If the apprentice continues to miss class, the instructor should provide written notification of the number of days and/or hours missed including the reason for the absence by e-mail to the attention of the Apprenticeship Training Coordinator of Apprenticeship Manitoba.

Eligibility to Write Unit Tests

All apprentices registered in a unit of instruction shall be deemed eligible to write the final unit test(s) and/or exam, unless they have been deemed ineligible by the Registrar of Apprenticeship Manitoba for any of the following reasons:

- Non-payment of fees
- Suspension
- Absenteeism

Unit Test Re-writes in Apprenticeship

A new Unit Test Re-writes in Apprenticeship Policy/Procedure, Payment for Unit Test Re-writes in Apprenticeship Policy/Procedure and Apprentice Action Plan were developed in partnership with the colleges. The highlights for these policies and procedures are provided below.

- To provide apprentices with an opportunity to progress to the next level of their technical training.
- To implement consistent standards between Apprenticeship Manitoba and the colleges, Red River College (RRC), Assiniboine Community College (ACC) and University College of the North (UCN), for quality assurance purposes.

Criteria

- An apprentice is allowed one Re-write test per unit during the technical training or at another selected time. Apprentices will be eligible for re-writes if failed units do not exceed 30% of total hours of the technical training for the level.
- Apprentices are permitted to re-write a unit test if they score below 70%. The pass mark for every unit is 70%. The highest mark recorded for a unit test re-write will be 70% for the unit.

Process

- If the apprentice fails the Unit Test re-write, the apprentice will be eligible to take an Alternative Evaluation (theory or practical). The instructor, the Apprenticeship Training Coordinator (ATC) and the apprentice will collaboratively develop an Apprentice Action Plan ('Action Plan'). The details of the Alternative Evaluation are to be outlined in the Action Plan.
- An Action Plan is not required for those apprentices whose total failed unit(s) represent more than 30% of technical training hours.
- If the apprentice fails the Alternative Evaluation, the apprentice may be eligible to repeat the unit(s) of technical training during an upcoming technical training class. If the apprentice is not eligible, the apprentice must repeat the level of technical training.
- When an apprentice is required to repeat a level, consideration will be given to Apprenticeship Manitoba's Recognition for Prior Learning (RPL). After mutual consent between the ATC and the training provider, exemptions may be provided for units within the applicable level.
- It is the responsibility of the training providers to develop, administer, assess and grade all unit test re-writes and alternative evaluations and submit these marks to Apprenticeship Manitoba.
- In exceptional circumstances, the colleges may require additional assistance to administer Unit Test re-writes where there are multiple failed units across levels within a trade and where an instructor cannot find an appropriate location or invigilator.

Submission of Marks to Apprenticeship Manitoba

1. College instructors are responsible for the submission and reporting of marks for all Unit Test Re-writes. The college instructor will provide a report of marks to the

- AMPSC@gov.mb.ca of Apprenticeship Manitoba. The college instructor will indicate that a Unit Test re-write was administered.
2. College instructors will include the name of the unit, and a percentage mark with an indication of whether the apprentice received a "Pass" (the highest mark will be a 70%) or a "Fail".

Determination of whether an apprentice should repeat a level

1. The ATC in consultation with the instructor will determine if the content of the failed unit(s) exceeds 30% of total hours of technical training for the level. This will be determined by the number of hours in the failed unit(s).
2. If the content of the failed unit(s) exceeds 30% of the total hours of technical training, the apprentice will be required to repeat the level.

Use of Unit Test Re-write and Alternative Evaluation (theory/practical)

1. An apprentice will only be eligible for one Unit Test re-write if the content of the failed unit(s) does not exceed 30% of total hours of technical training. Typically, the instructor will administer the Unit Test re-write during or shortly after completion of the applicable level of technical training. The ATC must be informed when the apprentice fails the Unit Test re-write.
2. An Alternative Evaluation will be administered only if the apprentice fails the Unit Test Re-write. This will be determined at the discretion of the instructor, with the mutual consent of the ATC and employer (if applicable).

Process Map

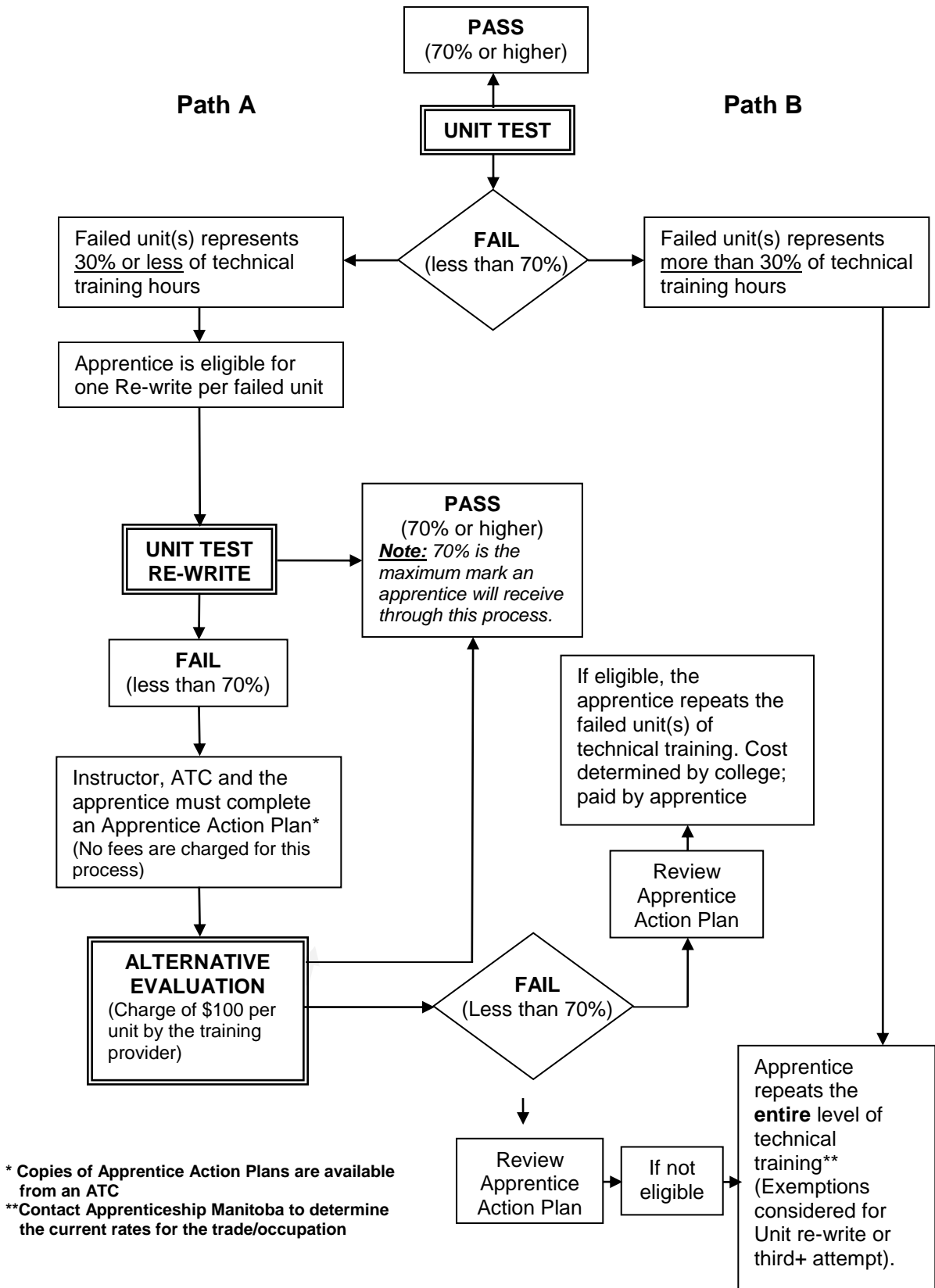


Fig. 8: Unit Test Re-writes in Apprenticeship Process Map

Development of an Apprentice Action Plan ('Action Plan')

1. If the apprentice fails the Unit Test re-write, the ATC and instructor will need to develop an Action Plan with the apprentice.
2. The ATC and the instructor will collaborate with the apprentice to develop an Action Plan tailored to his/her specific requirements. The ATC will provide the Apprentice Action Plan Form. The Action Plan will include:
 - Outline of the Alternative Evaluation (theory/practical)
 - An instructor's report and apprentice self-evaluation that may include a review of all tests results
 - Recommended actions the apprentice will need to take in order to achieve learning outcomes, with an expected completion date
 - Employer assisted on-the-job learning to support the apprentice with the successful completion of technical training (if applicable)
 - Identification of other areas for improvement including essential skills, language or other learning issues. If applicable, this will include a referral to Workplace Education Manitoba (WEM) for an essential skills assessment and upgrading. In this case, the ATC will summarize the report and include it in the Action Plan.
3. If the Alternative Evaluation involves a practical evaluation, the ATC and instructor will discuss options with the employer.
4. After mutual consent between the instructor, the ATC, the apprentice, and the employer (if applicable), the Action Plan will be signed by the responsible ATC, the instructor and the apprentice, and will be kept on file at both Apprenticeship Manitoba and the college. The apprentice will receive a copy for his/her personal record.
5. If the apprentice fails the Alternative Evaluation, the ATC will advise the apprentice if he/she is eligible to repeat the failed unit(s) of technical training. The ATC will first refer the matter to the Registrar, who will discuss with the college's program chair or coordinator if the apprentice will be permitted to repeat only failed unit(s). This will depend on seat capacity. The Registrar will inform the ATC of decision. Alternatively, the apprentice may opt to repeat the entire level of technical training.

Granting exemptions when repeating a level

1. If the apprentice is required to repeat a level for a first time, they must repeat and attend the entire level of training with no exemptions. However, if the apprentice has failed the level a second time or more and is registered for or begins attending a third time or more time, consideration may be given for exemptions. The apprentice must contact the ATC with their request, the ATC and instructor will review the apprentices' marks in all other units of the applicable level of technical training and determine if the apprentice will be granted exemptions for previously passed units in that level. During the period of consideration, the apprentice must attend all units until they are notified otherwise.
2. After giving consideration to Apprenticeship Manitoba's Recognition of Prior Learning (RPL), the instructor may recommend that the apprentice re-take passed units if earlier units contain core concepts that need to be reviewed and pertain directly to concepts contained in the failed unit(s), if/when the failed unit(s) contains more advanced or inter-related concepts.

3. After discussion and mutual consent between the ATC and the instructor, exemptions may be provided for units within the applicable level. If mutual consent cannot be reached, the ATC will refer the matter to the Registrar, and the instructor to their college's program chair, for discussion and resolution.
4. The instructor and ATC will advise the apprentice of the exemptions granted for previously passed units within the level on a case-by-case basis. If exemptions were not granted for all previously passed units, the ATC and instructor will explain the reasons to the apprentice.

Assistance from Apprenticeship Manitoba with the Administration of Unit Test Re-writes

1. In exceptional circumstances where the colleges require assistance, the instructor will contact Apprenticeship Manitoba to schedule and administer a Unit Test re-write. The college instructor will submit a list of apprentice names, trades, levels and the name of the units for all Unit Test re-writes on a trade-by-trade basis. The instructor will take care to "group" a trade's apprentices together when requesting Unit Test re-writes to be invigilated by Apprenticeship Manitoba.

Payment to Training Provider for Alternative Evaluation

1. The training provider will charge the apprentice a fee as determined by the College for an Alternative Evaluation.
2. The collection and use of this fee is the sole responsibility of the training provider.

Payment to Training Provider for Repeating Unit(s) of Technical Training

1. If the apprentice must repeat the unit(s), the Registrar and the College program chair or coordinator, in consultation with the ATC, will determine if the apprentice is eligible to repeat the failed unit(s) within the level of technical training. This will depend on trade level training availability and seat capacity.
2. If eligible, the apprentice will be placed into a training seat for the class (es) on the existing course purchase schedule for the failed unit(s). The College has sole responsibility of enrolling and monitoring the apprentice's attendance and notifying AM in writing, upon completion.
3. The apprentice will pay a pro-rated fee to enrol in and attend the unit, with the fee being determined and paid directly to the college.

Accommodation for Apprentices with Disabilities

Apprenticeship Manitoba has a policy on accessibility for persons with disabilities. Its purpose is to ensure apprentices with disabilities have a reasonable, equitable, and safe environment to succeed in their technical training programs. This policy was written in accordance with *The Accessibility for Manitobans Act (enacted December 5, 2014)*.

What are the responsibilities of the instructor?

- Provide a learning environment that is accessible for all apprentices
- Review the format of the course and evaluation methods with apprentices and determine solutions to potential access matters
- Create a comfortable atmosphere so apprentices can voice their concerns without apprehension
- Protect confidential information shared by the apprentice
- Remain patient and considerate
- Provide special accommodations when requested

What are special accommodations?

Special accommodations are adjustments that are made to the learning environment that create equal educational opportunity.

Who is eligible for accommodations?

In order to be eligible for accommodations, the apprentice's disability must be consistent with the definition defined as those conditions designated under the Canadian Human Rights Act which is "any previous or existing mental or physical disability and includes disfigurement".

Apprentices who request for accommodations must provide the complete documentation from a medical professional. If a medical assessment has not been made, the apprentice should be referred to one of the colleges (Red River College, Assiniboine Community College, or University College of the North) for an assessment. Accommodations will be determined based on the provided documentation. Apprentices who are struggling with technical training or suspect that they might have a learning disability will be referred to Workplace Education Manitoba (WEM) for Essential Skills testing.

Accommodations provided by the colleges while taking technical training

- Oral/sign language interpreters
- Note takers
- Permission to record lectures
- Regular tutorial services
- Alternate forms of learning resources
- Allow apprentices to be accompanied by an aide
- Assistance from college student services centres
- Use of assistive technology in the classroom (Videos, audio format readers, etc.)

Accommodations provided by Apprenticeship Manitoba and the colleges for exams

- Private space
- Time extension
- Interpreter
- Allowing the apprentice to re-write the exam twice without re-taking the technical training
- Modified exam format
- Use of assistive technology

Other accommodations

- Special seating and wheelchair accessible tables
- Proper access to the building, parking, washrooms, and workplace
- Lighting adjustments
- Automatic doors and ramps
- Have supplies/equipment within reach

Contact information for the colleges

- **Red River College Counselling & Disability Services**
 - Notre Dame Campus**
Phone number: 204-632-3966
 - The Roblin Centre**
Phone number: 204-949-8375
 - Main Street Campus**
Phone number: 204-945-8774
- **Assiniboine Community College Student Services**
Phone number: 204-725-8723
- **University College of the North Student Accessibility Services**
 - The Pas Campus**
Phone number: 204-627-8500
 - Thompson Campus**
Phone number: 204-677-6450

Helpful Resources

- Accessibility for Ontarians with Disabilities Act.* (2009). Retrieved from <http://www.aoda.ca/the-act>
- Barrier-Free Manitoba. (May 2013). *Still Room for Significant Improvement: Preliminary Review of Bill 26 Summary Findings.* Retrieved from <http://www.barrierfreemb.com>
- Canadian Apprenticeship Forum. (March 2009). *Workplace accommodations for persons with disabilities in the skilled trades: A preliminary investigation.* Retrieved from <http://caf-fca.org/document.php?id=38>.
- Canadian Heritage. (2009). *Human Rights and Disabilities.* Retrieved from <http://www.pch.gc.ca>
- Canadian Human Rights Act.* (1985). Retrieved from <http://laws-lois.justice.gc.ca/eng/acts/H-6/FullText.html>
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Frequently Asked Questions (FAQ)

The following represent the most frequently asked questions concerning the use of Apprenticeship Manitoba technical training documents.

Q1. How do I calculate and report final unit marks for submission to Apprenticeship Manitoba? Is the process any different for “Pass/Fail” units?

A1. A passing mark is 70%; however, when reporting final marks, please submit the apprentice's actual percentage grade using the whole range (0-100%) due to effect on Grade Point Average (GPA).

For “Pass/Fail” units, instructors do not submit actual percentage grades. Instead, a “P” is reported for pass (a pass mark is 70% or higher) and an “F” is reported for fail (a mark of 69% or lower).

Q2. Can I use a level test to submit a grade?

A2. No. Apprenticeship staff input the grades on a unit-by-unit basis into the grading system. Each unit has a specific unit code, unit title and unit percentage mark. Instructors must submit unit marks within five (5) business days after delivery of the unit.

Q3. Who do I contact about questions concerning the Apprenticeship program requirements?

A3. For curriculum and exam questions, contact the Training Standards Coordinator. For all other inquiries, contact the ATC for your trade/program. It can also be valuable to discuss with your Chair or fellow instructors.

Q4. What kinds of test formats are acceptable?

A4. The means of assessment (for example, multiple choice questions, short answer questions, fill in the blank questions, etc.) is a matter of the individual instructor's discretion. However, it is expected that all tests, projects, etc. will be constructed and graded according to the relative content-weights that have been prescribed by the Apprenticeship and Certification Board. These relative percentage weightings are shown next to each objective under the heading “% of unit mark” in every instructional unit outline.

Q5. When is the apprentice eligible to take a Unit Test Re-write? What are the limitations to the number of Unit Test re-writes and Alternative Evaluations?

A5. An apprentice will be allowed one Unit Test re-write per failed unit as long as the total failed content does not exceed a maximum of 30 per cent of the content for the applicable level of technical training. Please note that this is 30% of the total hours of technical training within the applicable level. If he/she fails the Unit Test re-write then he/she may take one Alternative Evaluation (theory/practical). Please also refer to Figure 8 Unit Test re-writes in Apprenticeship Process Map.

Q6. How do I determine if an apprentice is eligible to take a Unit Test Re-write?

A6. The ATC in consultation with instructor will determine if content of failed unit(s) does not exceed 30% of total hours for the applicable level of technical training. The ATC will check the level chart for the trade to determine the total number of hours for the failed units and the total number of hours for the level in order to calculate the percentage of total content in the failed unit(s).

Path B - Repeat entire level (30% or more): An apprentice in Level 2 of Automotive Service Technician (AST) fails three (3) units including B2 Engine Diagnosis and Repair (42 hours), D3 Steering Linkage and Geometry (21 hours) and E3 Semiconductors, Cranking and Charging Systems (54 hours). These three units comprise a total of 41.7% of the total hours for Level 2 Automotive Service Technician. The apprentice is not eligible for a Unit Test re-write for any of these units. The apprentice must repeat Level 2 technical training. Exemptions for previously passed units may be provided on the advice of the instructor with the mutual consent of the ATC. They will determine if it would be most beneficial for an apprentice to re-take a previously passed unit of technical training.

Level Two (8 Weeks)			
Code	Unit Title	T	P
A6	Customer Relations	7	0
B2	Engine Diagnosis and Repair	20	22
D1	Vehicle Suspension	11	10
D2	Steering Gears (Power and Manual)	14	14
D3	Steering Linkage and Geometry	13	8
D4	Wheel Alignment	14	21
E3	Semiconductors, Cranking and Charging Systems	41	13
E4	Principles of Ignition System Operation	21	0
F2	Driveline, Differentials and CV Boots	15	15
F3	Engine Clutches	14	0
J1	Body and Trim	4	3
	Subtotals	174	106
	Total	280	

Example: Automotive Service Technician (AST) Level 2 shown, with failed units (B2, D3 and E3) highlighted.

Calculations:

B2 Engine Diagnosis and Repair is a 42-hour unit (T=20; P=22).

D3 Steering Linkage and Geometry is a 21-hour unit (T=13; P=8).

E3 Semiconductors, Cranking and Charging Systems is a 54-hour unit (T=41; P=13).

The failed units represent a total of 117 hours worth of failed units (42 + 21 + 54).

Level 2 for AST is 280 hours, so the failed units represent 41.8% (117/280) and the apprentice must repeat the entire level (Level 2).

(Please also refer to Figure 10.)

Q9: What is the difference between a Unit Test re-write and an Alternative Evaluation? When are they used?

A9: A Unit Test Re-write is different than an Alternative Evaluation. The Unit Test Re-write will essentially be the same as the original Unit Test. An Alternative Evaluation (theory/practical) is a different test and will vary depending on the circumstances of the apprentice. The test will be created to suit the needs of the apprentice and will test the main concepts within the failed unit. The Alternative Evaluation will use different evaluation methods that may include written or practical evaluation, including employer assisted learning (if applicable).

An Alternative Evaluation (theory/practical) is used when an apprentice fails less than 30% of the content of the technical training and also failed the Unit Test Re-write. The details of the Alternative Evaluation will be outlined in the Apprentice Action Plan with a recommended course of study and preparation.

Q10: What happens if the apprentice fails both the Unit Test and Alternative Evaluation?

A10: If the Alternative Evaluation is failed the apprentice will be informed. At this time,

the ATC and instructor will review the Apprentice Action Plan. The ATC responsible for the trade will inform the apprentice if he/she is eligible to repeat the failed units. If not eligible, the apprentice must repeat the entire level of technical training in order to progress in their chosen apprenticeship program.

Q11: What is an Apprentice Action Plan ('Action Plan') and how do I obtain a copy of one?

A11: An Apprentice Action Plan will be tailored to meet the individual learning needs of each apprentice to assist them in achieving their desired learning outcomes in order to progress to the next level in their chosen apprenticeship training program. The Apprentice Action Plan will include an apprentice self-assessment, an instructor's report and learning outcomes that identify specific areas for improvement (as it relates to core concepts in the failed units), learning objectives, recommended actions and timeframes.

If applicable, the Apprentice Action Plan will outline components of the Alternative Evaluation and employer assisted learning. The employer assisted learning section applies if the employer has agreed to provide work experience in tasks of the trade that can reinforce classroom learning (as it relates to core concepts in the failed units). In addition, if specific areas of weakness cannot be pinpointed, the Apprentice Action Plan may list recommended actions as it relates to the nine essential skills for review by the Workplace Education Manitoba (WEM).

An electronic copy of the Apprentice Action Plan is available from the ATC. If required, please contact the ATC responsible for the trade to obtain a copy.

Q12: When is an Apprentice Action Plan used?

A12: An Apprentice Action Plan is used once an apprentice fails a Unit Test Re-write and it can be reviewed again for any follow up recommendations if an apprentice fails their Alternative Evaluation. An Apprentice Action Plan is only completed for those apprentices whose total failed unit(s) represents 30% or less of technical training hours for the applicable level. Please refer to Path A of Figure 8. The ATC is responsible for follow up and review of learning outcomes and may work in collaboration with the employer and/or WEM as required.

According to the policy, an Apprentice Action Plan is not required for those apprentices whose total failed unit(s) represents more than 30% of technical training hours. Please refer to Path B of Figure 8. After mutual consent between the ATC and the instructor, exemptions may be provided for previously passed units within the applicable level. The ATC and instructor will need to have a conversation with the apprentice to inform the apprentice that he/she must repeat the level and advise him/her of exemptions granted for previously passed units within the level. A thoroughly completed Apprentice Action Plan can be especially useful as evidence to support joint decisions for those instances where exemptions will not be granted for all of the previously passed units. Throughout this process, instructors and ATCs are encouraged to provide information on learning supports and resources.

Q13: What happens after the Apprentice Action Plan is complete?

A13: The Apprentice Action Plan must be signed by the responsible ATC, ATC Team Lead, employer, instructor and apprentice. This provides verification that mutual consent and understanding on the apprentice's learning objectives is present between the instructor, ATC, employer (if applicable) and the apprentice. By signing the apprentice acknowledges that he/she understands his/her own responsibility. Once signed it becomes official record to be kept on file at both Apprenticeship Manitoba and the college. The apprentice will receive a copy for his/her personal record.

Q14: What if I have additional questions?

A14: For additional information, please visit the Apprenticeship Manitoba website at www.gov.mb.ca/tradecareers or call Apprenticeship Manitoba (province wide) at 1-866-332-5077 or the Winnipeg office at (204) 945-0575.